

**MINUTES OF MEETING
ASTONIA
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Astonia Community Development District was held Wednesday, **April 13, 2022** at 1:00 p.m. at 4900 Dundee Rd., Winter Haven, Florida.

Present and constituting a quorum:

Brent Elliott	Chairman
Halsey Carson	Vice Chairman
Branden Eckenrode	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Bryan Hunter	Hunter Engineering
Clayton Smith	GMS
Jake Whealdon	KE Law

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Three Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the October 13,
2021 Board of Supervisors Meeting**

Ms. Burns presented the October 13, 2021, Board of Supervisors meeting minutes and asked for any comments, changes, or corrections. The Board had no changes to the minutes.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Minutes of the October 13, 2021, Board of Supervisors Meeting, were approved.

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FOURTH ORDER OF BUSINESS**Presentation and Approval of Amended and Restated Engineer's Report**

Ms. Burns had the District Engineer give a brief overview of the amended and restated engineer's report to the Board. Mr. Hunter stated that the amendment incorporates two additional properties to the boundary which was previously 257.15 acres, and the expanded version comes to be 326.5 acres. The new total of planned lots will be 1,413 which includes the new developments with 400 multifamily townhome lots. Ms. Burns included that the next couple items all tie together and assuming the Board approves them, they will be filing a Boundary Amendment Petition and because those areas were not originally contemplated at the time of bond validations, they will go back through that process to get the cost associated. That is the original reason for the updated engineer's report. The Board did not have any questions.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Amended and Restated Engineer's Report, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2022-04 Authorizing Additional Validation**

Ms. Burns passed out an updated version that was circulated with the Board. This resolution directs staff to move forward with the additional validation for a total of \$36 million. There was one section where counsel noted that it needed to be amended with the correct amount. There being no questions, there was a motion of approval.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-04 Authorizing Additional Validation, was approved as amended.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2022-05 Directing Chairman and District Staff to File a Petition Amending District Boundaries**

Ms. Burns noted that the District previously approved filing a boundary amendment for 28.9 acres and have received notice that there is an additional parcel of 30.44 acres that also needs to be added. This resolution updates the prior authorization for a total of 59.34 acres that will be

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added to those two areas. There was a discrepancy in the total number of acres between 59.34 and 59.35 and staff will make sure the proper number is verified before moving forward. Ms. Burns is asking for approval subjective to the verification of the correct acreage.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-05 Directing Chairman and District Staff to File a Petition Amending District Boundaries, was approved subject to verification of acreage.

SEVENTH ORDER OF BUSINESS

Acceptance of Letter of Resignation from Wood & Associates Engineering

Ms. Burns presented the resignation letter from Wood & Associates who was acting as the District engineer.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Acceptance of Letter of Resignation from Wood & Associates Engineering, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-06 Appointing an Interim District Engineer

Ms. Burns noted that this would name Hunter Engineering as the interim engineer for the District since they will have to go through the formal RFQ process. There being no questions, there was a motion of approval.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-06 Appointing Hunter Engineering as Interim District Engineer, was approved.

NINTH ORDER OF BUSINESS

Consideration of Interim District Engineering Agreement

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Interim District Engineering Agreement, was approved.

TENTH ORDER OF BUSINESS

Request Authorization to Issue RFQ for Engineering Services

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Ms. Burns stated that the due date is set for May 3rd which would be enough time to gather the proposals and take them into consideration before the next scheduled Board meeting. This also approves the evaluation criteria that is attached.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Authorization to Issue RFQ for Engineering Services, was approved.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2022-07
Approving the Use of Electronic
Documents and Signatures**

Ms. Burns stated that this will allow the District to utilize Docu-sign for the majority of the District’s resolutions and agreements, anything that does not require a notary.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Resolution 2022-07 Approving the Use of Electronic Documents and Signatures, was approved.

TWELFTH ORDER OF BUSINESS

**Ratification of 2022 Data Sharing and
Usage Agreement with Polk County
Property Appraiser**

Ms. Burns noted that the property appraiser requires this agreement to be executed annually. It has already been signed and Ms. Burns added that they would just be looking for ratification from the Board. The county will exempt certain members of the public from the records being shared for safety purposes and this will just ensure that the District follows those exemptions.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the 2022 Data Sharing and Usage Agreement with Polk County Property Appraiser, was ratified.

THIRTEENTH ORDER OF BUSINESS

**Ratification of Contract Agreement with
Polk County Property Appraiser**

Ms. Burns stated that this is a renewal of the existing agreement already in place to collect on the tax bill.

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On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Whealdon mentioned that there was a change in the law last year. Now if someone requests information on a parcel, that information may be subjected to release but not who owns the parcel itself.

B. Engineer

There being none, the next item followed.

C. Field Manager’s Report

i. Consideration of Proposals for Landscape Maintenance Services

- a) Floralawn**
- b) Prince & Sons, Inc.**

Mr. Smith presented the proposals and recommended Prince & Sons, Inc. based on scope, service, and price. Ms. Burns added that there is \$55,000 allotted in the budget for landscaping, and this will bring in the landscaper well within that scope.

On MOTION by Mr. Eckenrode, seconded by Mr. Elliott, with all in favor, the Proposals for Landscape Maintenance Services Awarding Prince & Sons, Inc., was approved.

ii. Consideration of Proposals for Aquatic Maintenance Services

- a) Aquatic Weed Management, Inc.**
- b) Solitude Lake Management**
- c) Aquagenix**

The proposals were presented, and the Board agreed that Aquatic Weed Management would be awarded the contract.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Consideration of Proposals for Aquatic Maintenance Services Awarding Aquatic Weed Management, Inc., was approved.

Ms. Burns noted that there will be a conveyance over to the CDD that will include a deed and some other documents that will be put together for all the common elements that will be turned

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over to the CDD. Mr. Smith will go through the property to check all the areas and prepare a list for the Board before the areas are ready to be turned over to the District. They will revisit deeding the property over to the District at the next Board meeting.

The Board and staff transitioned the discussion into amenity plans for the bid process and Ms. Burns stated that they plan on setting the budget for that in the next month and it was stated that it will be a 2023 Fiscal Year item. It was said to be an estimate of January or February of 2023 so they can have an idea of timeline to get some of the operational needs online. Ms. Burns did add that something they have seen with a large lead time is the internet instillation and that is something they will track appropriately.

Ms. Burns asked the question, as far as the boundary amendment parcels; they are contemplating that the boundary amendment will be approved prior to the start of the fiscal year, so they will include those in the assessable areas. She asked if they expect if they will have any kind of field expenses before September 30, 2023 and the answer was yes. She will need maps that show common areas to estimate the landscaping for budget purposes.

D. District Manager's Report

i. Check Register

Ms. Burns stated that the check register was included in the agenda packet for review and offered to answer any questions.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the Check Register, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated the financial packets were included in the package. The Board did not have any questions.

iii. Ratification of Summary of:

a) Series 2021 AA2 Requisitions #5 to #25

b) Series 2021 North Parcel Requisitions #26 to #43

Ms. Burns presented these requisitions and stated that they had already been approved and needed to be ratified by the Board.

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On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, Series 2021 AA2 Requests #5 to #25 and Series 2021 North Parcel Requisitions #26 to #43, were ratified.

FIFTEENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

There being none, the next item followed.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Elliott, seconded by Mr. Eckenrode, with all in favor, the meeting was adjourned.

Jill Burns

Secretary/Assistant Secretary

Brent Elliott

Chairman/Vice Chairman